

# California Energy Commission



**CLASSIFICATION:** Energy Analyst

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** Salary Range: \$2,817.00 - \$4,532.00

**LOCATION:** Renewable Energy Division – RPS Unit  
Sacramento, CA

**FINAL FILING DATE:** Until Filled

The Energy Analyst works under the direction of the Energy Commission Supervisor II in the Renewable Energy Division's Renewable Energy Office. The incumbent will perform work of average difficulty related to California's Renewables Portfolio Standard (RPS) Program. The incumbent will assist in executing the Energy Commission's roles and responsibilities in administering the RPS program, which include certifying renewable generation facilities as eligible for the RPS and performing research and data analysis on RPS eligibility issues.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

## DUTIES/RESPONSIBILITIES:

- ☐ Assist in reviewing applications submitted to the Energy Commission for RPS certification for accuracy, completeness, and consistency with program requirements; maintain certification records; perform data validation checks; correspond with applicants and other RPS program stakeholders regarding status of certification applications.
- ☐ Assist with technical research and providing data and written material for updates to the *RPS Eligibility Guidebook*. Analyze and aggregate data on renewable energy and technologies for inclusion in other reports or presentations, such as the energy policy reports and verification reports.
- ☐ Participate in Energy Commission stakeholder meetings, workshops, and conferences and assist in preparing presentations as needed.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Knowledge of and ability to analyze renewable energy technologies
- Ability to coordinate the complex technical work of others

- Excellent writing skills
- Ability to communicate effectively both orally and in writing

**WORKING CONDITIONS:** The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing spreadsheets, electronic mail and Internet; participate in and lead meetings with other staff and with other agencies.

**WHO MAY APPLY:** All interested eligible persons are encouraged to apply. Interested applicants must submit a completed Standard State Application (Form STD. 678) to the address listed below. Electronic applications will not be accepted. Training and Development Assignments may be considered. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #520-167 and Position #5200-5837-002 in the explanation section of the STD. 678.**

**PLEASE NOTE:** *Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Jill Ford – RPA #520-167  
1516 Ninth Street, M.S.#3  
Sacramento, CA 95814

**California Relay (Telephone) Service for the  
Deaf or Hearing-Impaired**  
**From TDD Phones: 1-800-735-2929**  
**From Voice Phones: 1-800-735-2922**

[personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov)